

Overview of ConfTool Pro Menu Structure

General remark: The system structure is not as strict hierarchical as shown here, some functions can be found in several branches. Structure also depends on the modules used, especially if the system is used for the submission, review and scheduling process or for participant registration and management only. If one of the modules has not been installed, the corresponding menus and options do not exist.

Options and menus available if the module for participant registration and management is installed are colored in **cyan**, options and menus related to the module for submission, review and scheduling only are colored in **brown**. Options and menus regardless of modules installed are in black.

The available options depend on the status/role of the user. For further related information please consult documentation [User Roles and Statuses in ConfTool](#). Please note the difference between 'Standard User Roles' and 'Users with Administrative Rights'.

Login Page

- Create account [and submit contribution / and register for participation]
- Register your interest to get news about the event [with e-mail as prospect - optional, can be used for mailing lists and waiting lists]
- Session Overview [Link to the conference agenda]
- Forgotten your user name?
- Forgotten your password?

Options for all Users

Overview Page

- [Your Submissions](#) [Show previous submissions and allows to submit new proposals/papers]
- [Register as Participant](#)
 - Commences four step registration process
 - Registered participants have further options => see below
- [Browse Conference Agenda](#)
 - Show program per day
 - Show program per room
 - Show presentation details with abstracts and downloads
 - List all authors (and chairs)
 - My agenda [create a personal agenda if enabled]
- Show User Account Details
- Edit User Account Details
- Download invitation letter [if enabled]
- Download VISA invitation letter [if enabled]
- [Browse All Submissions and Enter Reviews](#) [Only available for the "Open Review Process"]
- Logout
- Logout and Return to the Main Website

Your Submissions

[Separate page with options for authors, co-authors, discussants and users during submission phase]

- List of previous submissions and the following options:
 - Show Abstract
 - Submission Details
 - Download uploaded file(s)
 - Edit Submission Details
 - Upload or update uploaded file(s)
 - Finalize Submission [finalized submissions cannot be edited any more by the authors]
 - Review Results:
 - Details of each review
 - Submit a rating for each review by the authors
 - Enter Rebuttal (to reviewers)
 - Final Upload
 - Withdraw Submission
 - Download Certificate for Authors
- Submit New Contribution
 - Select submission type or conference track from a list to start the submission (and upload) process

Options for Participants

[Section on overview page shown only to registered participants]

- Page Top: Current payment status and details (like bank details) or a button to pay the registration fees online via PayPal or Stripe (other payment options are available on request).
- Access your Participant Registration Details
 - Participant status information
 - Payment details [only if there are already payments recorded]
 - List of payments made to date
 - Terms of registration and payment
- Invoice and/or Registration Confirmation [alternatively a pro forma invoice first]
- Show Completed Payments
- Payment Receipt [only if payment was recorded]
- Confirmation of Participation [download of PDF file]
- Print fax statement for payment [to be used when participants have to send the card details offline]
- Edit your Participant Registration Details [if enabled by organizers]
- Update your Payment Details [only enabled on request]
- Cancel Registration [only for events without registration fees]
- Official List of Participants [including images]
- Edit Conference Profile (and Badge Data) [define visibility, update image etc.]

Options for Reviewers and Program Committee Members

[Section on overview page shown only to reviewers or PC members]

- Reviewer Confidentiality Agreement [if enabled: has to be confirmed before further access is possible]
- Select Priority Topics
- Select Maximum Number of Reviews
- Bid for Contributions
- Enter and Edit Reviews
 - Show Abstract

- Submission Details
- Send E-Mail to Program Committee [if messaging is enabled]
- Enter / Edit Review
- Refuse to Review [if review refusals are enabled]
- Show Review
- Show Rebuttal from Authors [if enabled]
- Show all Reviews [from co-reviewers, if enabled]
- Online Forum [to discuss this paper, if enabled]
- Survey of Your Already Submitted Reviews
- Program Committee Online Forum [for PC members only]
 - Show submission details
 - Show review details to submissions
 - Show messages to submissions
 - Enter a new message / vote

Options for Front Desk Members

[Section on overview page shown only to users with the Front Desk status]

- Search for Participants
- Search for Users
- List Participants by Initial Letter
 - Show participant details [with or without costs as configured by the admins]
 - Mark participant as arrived
 - Print Confirmation, Invoice, Badge
- Create New User Account (with and without valid e-mail address)

Options for Users with Administrative Rights

Settings

[Separate page shown only to admins]

Parameters of your Conference

- Main Setup [Basic configuration data]
- E-Mail Settings
- Conference Phases and Deadlines [most modules can be enabled and disabled here]
- Wording and Phrases
- Settings for User Registration and User Options
 - Main Settings for User Registration and Management
 - Security Settings for User Registration and Management
 - Fields of the User Registration Form
 - Manage Titles / Salutations
 - Manage the List of Countries
 - Manage the List of States / Provinces / Territories
 - Manage the List of Nationalities
 - Registration of Prospective Participants

Conference Tracks, Submission Types and Topics [section on settings page]

- Main Settings for Abstract and Paper Submission
 - Display Options
 - General Settings for Upload Form (Upload Updates)
 - General Settings for Final Upload Form

- Electronic Copyright Form
- Special Conditions for Paper Submission
- Copy Submission Option
- Options for the Track-Chair Module of ConfTool
- Defaults for Uploads and Downloads
- Conference Phases and Deadlines
- Manage Submission Formats [If enabled]
- Manage Topic Groups [if enabled]
- Manage Topics
- Manage Keywords [if enabled]
- Manage Submission Types and Conference Tracks
- Assign Formats to Conference Tracks [only with Track-Chair-Module and if enabled]
- Assign Topics to Conference Tracks [only with Track-Chair-Module and if enabled]

Parameters for the Reviewing Functions of ConfTool [section on settings page]

- Main Setting for Submission Reviewing
 - Reviewing and Display Options
 - Options for the Track-Chair Module of ConfTool
 - Users / Reviewers Can Select Their Priority Topics
 - Bidding: Reviewers Can Bid for Submitted Contributions
 - Rebuttals for Authors
 - Ratings of Reviews by Authors
 - Messaging between Chairs, Meta-Reviewers, Senior Reviewers and Reviewers
 - Online Forum for Review Discussion
- Factors for Reviews
 - Categories of Reviews
 - Calculation of Total Score
 - Display Options for Review Scores
 - Main Text Fields for Reviewer Feedback
 - Additional Options for "Default" Review Form
- Manage Reasons to Refuse an Evaluation [if enabled]
- Manage Elements of the Review Rating Form for Authors [if enabled]
- Manage Acceptance Status
- Main Settings for Conference Session Overview [see also menu "Conference Program Scheduling"]

Settings for the Participant Management of ConfTool [section on settings page]

1. *Enter Participation Master Data*
 - Main Settings for Participant Registration
 - Manage Payment Options
 - Manage Time Discounts
 - Manage Participant Groups
 - Manage VAT / GST Rates [if VAT is enabled]
 - Manage Currencies and Exchange Rates [if alternative currencies enabled]
 - Manage the List of Countries [if alternative currencies enabled]
2. *Define Categories of Prices for Events, Products and Items*
 - Manage Price Categories
3. *Define the Prices*
 - Prices
4. *Define Event/Item Groups to Organize Your Registration Form*
 - Manage Event/Item Groups
5. *Create Events/Items to Define the Options of Your Registration Form*
 - Manage Events and Items

Settings for Confirmation Letters

Settings for Name Badges

User and Participant Management

[Separate page shown only to admins, assistants and conference chairs. Some options are available only to admins.]

- List of All Users [most lists have several search, filtering and sorting options]
- List of All User Logins
- Create New User Account [also for new user accounts with administrative rights]
- List of All Registrations for Participation
- Official List of Participants [only available if conference profiles are enabled]
- List of All Payments [search, filtering and sorting options; additional Related Functions]
- List of Participants Registered for One Event or Item
- Statistics of Events, Participants and Sums
- ConfTool Front Desk [further options see above]
- Bulk Printing of Invoices
- Bulk Printing of Payment Receipts
- Bulk Printing of Summary Page of Booked Options
- Bulk Printing of Confirmations for Participation
- Program Committee and Reviewers
- Assign Chairs to Conference Tracks [only with Track-Chair-Module and if enabled]
- Assign Reviewers and Program Committee (PC) Members to Conference Tracks [only with Track-Chair-Module and if enabled]
- List of Invitations
- Create an Invitation
- Create Several Invitations
- Delete Several Invitations
- Find Duplicated User Entries
- Check Status and Database Consistency of All Users
- Create User Accounts from the List of Authors and Find Inconsistencies Between Users and Co-Authors
- Purge Deleted Users
- Check Consistency of Participant Data
- Browse System Log
- Browse Log of Sent E-Mails [search, filtering and sorting options]

Manage Submissions and Reviews

[Separate page shown only to admins and chairs. Some options are available only to admins.]

- List of Submissions [most lists have several search, filtering and sorting options]
- Program Committee and Reviewers
- Assign Chairs to Conference Tracks [only with Track-Chair-Module and if enabled]
- Assign Reviewers and Program Committee (PC) Members to Conference Tracks [only with Track-Chair-Module and if enabled]
- Automatic Assignment of Reviews
- Delete Several Review Assignments or Submitted Reviews
- Online Forum for the Program Committee

- Results of the Reviewing Procedure & Decision About Acceptance
 - Edit Acceptance Statuses
 - Assign Submissions to Sessions
- Process Submissions
- Accepted Contributions with Final Versions
- Edit the Conference Schedule
 - Edit session assignments
 - Edit order of presentations within sessions
 - Export sessions with presentation details
- Overview Table of Submission Types / Tracks
- Overview Table of Topics
- Create User Accounts from the List of Authors and Find Inconsistencies Between Users and Co-Authors
- Purge Withdrawn Submissions

Conference Program Scheduling

[Shown only to Admins and Conference Chairs. Some options are available to Chairs]

- Main Settings for Conference Session Overview
 - Display and Access Options for the Conference Agenda
 - Enable "My Agenda": Allow Users to Create a Personal Agenda
- Locations for Conference Sessions
- Time Periods for Sessions
- Create, Configure and Delete Sessions
 - Create and delete sessions
 - Edit details of one or more sessions
- Results of the Reviewing Procedure & Decision About Acceptance
 - Edit Acceptance Statuses
 - Assign Submissions to Sessions
- Edit the Conference Schedule
 - Edit session assignments
 - Edit order of presentations within sessions
 - Export sessions with presentation details
- Analyze Presenters and Chairs of the Conference Agenda
- Attendees of a Conference Session [only if MyAgenda is enabled]
- Browse Conference Agenda

Bulk E-Mails

[Separate page, shown to Admins, Assistants, Conference Chairs and Chairs]

- Send E-Mails to a Group of Users
- [Send E-Mails to Authors \(and Co-Authors\)](#)
- [Send E-Mails to Reviewers](#)
- [Send E-Mails to Session Moderators](#)
- Send E-Mails to a Group of People in the "List of Invitations" [only if invitations exist]
- [Send E-Mails to Participants](#)
- Browse System Log of Bulk Mail Operations
- Browse Log of Sent E-Mails

Data Import and Export

[Separate page, shown to Admins]

- Import Data
- Export Data